General Position Information

Job Title: 30165 – Associate Lead, Five-Eyes Partnership Team – GS-15

Salary Range: $112,021 - $161,900 (not applicable for detailees)

Vacancy Open Period: 05/04/2017 – 05/19/2017

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CIO/IA

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant’s personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
• For a detailee assignment:
  o Current Federal Government employees.

Salary Determination

• The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
• A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President, the National Security Council, and the Homeland Security Council for Intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Intelligence Community (IC) Chief Information Officer is responsible for advancing the Intelligence Community’s mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community’s enterprise architecture and enterprise information technology.

Major Duties and Responsibilities (MDRs)

• Serve as Associate Team Lead for the IC CIO Five-Eyes Partnership Team, as well as, Five-Eyes CIO Forum Deputy Secretariat.
• Plan, develop, and implement programs, policies, and procedures that result in the effective sharing of information across the Government and Five-Eyes while protecting Intelligence and Law Enforcement sources and methods, operational equities, and U.S. persons' privacy.
• Assess, identify, and evaluate the potential impact of obstacles to information flow across the Intelligence Community (IC) and Five-Eyes, work with policy analysts and IC partners to develop and implement policy and process improvements.
• Plan and support Five-Eyes CIO Forum meetings, directly supporting the CIO Forum and CSG Chairs (which may be 5-Eyes partners).
• Ensure full coordination of Five-Eyes activities with the appropriate US IC stakeholder communities to determine the US IC positions.
• Ensure the maximum exchange of information throughout the IC and to non-traditional customers by balancing the responsibility-to-provide principle with the need-to-know standard as defined by existing policies, laws, and regulations.
Plan and direct the negotiation process for defining agreements with other IC and Government agencies, and our Five-Eyes partners, in support of information sharing; plan, develop, and write Memorandums of Understanding and/or the appropriate Five-Eyes agreements.

Continually expand personal expertise with regard to the development and implementation of information sharing tools, technology, plans, and policies to facilitate the cooperation and effective coordination of the Office of the Director of National Intelligence (ODNI), the IC, other U.S. Government agencies, and the Five-Eyes.

Plan, direct, and orchestrate US IC and Five-Eyes collaboration on the development of information sharing policies, guidelines, and procedures, and/or broker information sharing agreements with external entities; evaluate and assess these efforts to ensure that they are successful.

Plan, prepare, and present briefings, reports, and presentations to ODNI leadership, senior policymakers, IC members, and other intelligence consumers in a manner that meets their specified requirements.

**Mandatory and Educational Requirements**

- Demonstrated experience working with international partners, to include cultural awareness and diplomatic tact required to develop and maintain positive relations with our partners.

- Extensive knowledge of information sharing theory, policies, procedures, and technologies, as well as detailed knowledge of how to develop and facilitate the implementation of those mechanisms.

- Extensive knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing plans and programs.

- Extensive experience in providing leadership, oversight, and guidance to the effective management of complex projects; in managing and mitigating risks, assessing customer requirements, identifying dependencies, and developing responsive project plans; in estimating costs and other resources using quantitative analysis to project requirements.

- Extensive ability to establish regular contact with high-level internal and external resources and have periodic contacts with other offices, supplying or seeking information on specialized and non-specialized matters; excellent use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

- Demonstrated ability to listen to, clarify, and convey understanding of others’ ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
• Demonstrated ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

• Demonstrated ability to logically analyze, synthesize, and judge information, as well as the demonstrated ability to review and incorporate multiple sources of information in performing assignments.

• Demonstrated ability to develop effective professional and interpersonal relationships with peers and colleagues in ODNI, the IC, U.S. Government, and 5-Eyes partner nations and to earn their confidence and trust.

Desired Requirements

• Experience: Six years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization or nine or more years of experience in technical collection, collection system development, requirements policy development and requirements management.

• Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (Monica C.) and mccreaz@cia.ic.gov (Zina M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.
Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

**Current Federal Employees Applying for a Detail Assignment:**

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.**

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.

d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.

f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (Monica C.) and mccreaz@cia.ic.gov (Zina M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.
What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.